

**OFFICE OF SECRETARY OF DEFENSE
REQUEST FOR SERVICES**

(Use SD Form 562-1 for additional pages)

1. OSD COMPONENT		2. OSD SUB-COMPONENT		3. PROJECT CODE		4. OSD COMPONENT CONTROL NUMBER	
5. TITLE OF REQUEST				6. URGENT PROCESSING <i>(X one)</i>			
				<input type="checkbox"/> YES <i>(Attach justification)</i>		<input type="checkbox"/> NO	
				7. PERIOD OF PERFORMANCE <i>(Include option periods)</i>			
FROM		TO					
8. CONTRACT INFORMATION <i>(X as appropriate)</i>		9. TYPE OF BUSINESS <i>(X one)</i>		10. INTER/INTRA GOVERNMENTAL <i>(X as appropriate)</i>			
a. EXISTING CONTRACT <i>(Number)</i>		a. 8A		a. INCOMING MIPR <i>(Number)</i>			
		c. GSA					
		d. SMALL BUSINESS					
b. NEW CONTRACT		e. OTHER		b. OUTGOING MIPR			
				d. OUTGOING INTERAGENCY AGREEMENT			
11. STATEMENT OF WORK <i>(Extract)</i>							
12a. RECOMMENDED SOURCE		b. CONTACT			c. TELEPHONE <i>(Include Area Code)</i>		
(1)							
(2)							
(3)							
13. FUND CITE INFORMATION:							
a. OPERATION & MAINTENANCE		(1) FY	(2) Object Class	(3) \$	(4) Object Class	(5) \$	
b. PROCUREMENT		(1) FY	(2) Object Class	(3) \$	(4) Object Class	(5) \$	
14. SECURITY STATEMENT				15. SHIP TO <i>(Include complete mailing address)</i>			
16. COORDINATION		(1) Name <i>(Last, First, Middle Initial)</i>		(2) Telephone <i>(Incl. Area Code)</i>		(3) Signature	
						(4) Date Signed	
a. SECURITY REVIEW COORDINATOR (WHS)							
b. ACTION OFFICER							
c. CONTRACTING OFFICER REPRESENTATIVE (COR)							
d. POINT OF CONTACT							
17. APPROVAL: OSD PRINCIPAL ASSISTANT/DESIGNEE							
18. DOD CHIEF INFORMATION OFFICER							
19. DIOR REVIEW							
a. CERTIFICATION <i>(All requests)</i> . Sufficient funds are allocated to the appropriate component account to cover the amount indicated.				b. CERTIFICATION <i>(Procurement Funds ONLY)</i> . This action is in partial/complete fulfillment of an approved IT project.			
(1) Signature		(2) Date Signed		(1) Signature		(2) Date Signed	

INSTRUCTIONS FOR COMPLETING SD FORM 562

Item 1. Enter the OSD Principal Assistant organization name that is requesting and approving this request.

Item 2. Enter the suborganization that this request is for, if the component tracks funding at the subcomponent level.

Item 3. Modernization funds only. Enter project code.

Item 4. The control number consists of the current fiscal year; a two-letter and three-digit component identifier; an underscore or dash; and a number sequentially assigned by the component to identify the specific request. For example, 99AC310-10 identifies the tenth request for fiscal year 1999 from OUSD(A&T). All modifications to this action should use the basic number with a "-0#" to indicate the number of modifications (99AC310-10-3).

Item 5. Enter descriptive title of the requirement. If an amendment, so indicate ("Amendment to add funds...").

Item 6. X rarely and discriminately as it will supplant the servicing of all other OSD and WHS actions. Written explanation from IT Manager must be attached or sent under separate cover via e-mail to DIOR/S&S stating why the order deserves priority attention.

Item 7. Enter requested period of performance to reflect start/completion dates for contractor services.

Item 8. X appropriate block and enter existing contract number if applicable.

Item 9. X type of business if known.

Item 10. X pertinent block if the action involves a MIPR or Interagency Agreement. If an incoming MIPR is being used to fund the request, the MIPR number should be noted.

Item 11. Enter a brief synopsis of items/services being requested. Also use this block for any special instructions.

Item 12. Enter recommended sources and attach any quotes from these sources.

Item 13. Indicate the type, year, and dollar amount for this request. The dollars shown should match the total of all items listed on the SD562-1. Both O&M and procurement funding may be shown on the same SD562.

Item 14. If the component feels that Security signature is not required, a statement to that effect should be entered here. If the hardware, software or contractual services will in any way deal with classified information, WHS Physical Security signature is required and one of the following statements is required:

1. For maintenance or other services for which contractors require access to classified information or unescorted access to classified areas: "Contractors require access in classified areas. See attached DD Form 254, 'DoD Contract Security Classification Specification'."

2. For maintenance, software, or other services not requiring access to classified data: "Contractor does not require access to classified information."

3. For the acquisition of equipment that will process classified information: "An AIS Security plan (or revision) is being prepared. OSD 9X-XXX-X (insert appropriate number)."

4. For the acquisition of equipment that will process only unclassified but sensitive (Public Law 100-235) information: "Equipment will not process classified information, but will process unclassified sensitive information. See attached system security plan."

5. For purchase of Off-the-Shelf software for use on a classified system: "Software has a written guarantee and does not degrade security."

6. For purchase of Off-the-Shelf software not for use on a classified system: "Software has a written guarantee."

7. For purchase of any operating system for computer systems processing classified or unclassified sensitive information: "Operating system is certified C2 by NSA/NIST, or is part of the NSA rating maintenance program"; or "The operating system is not C2 certified, see attached C2 Functionality Analysis."

Item 15. Enter complete shipping address, including nine-digit ZIP Code.

Item 16. Enter reviewer's name, phone number, and signature:

a. All security requests requiring signature must be coordinated with WHS Physical Security Division prior to submission to this office.

b. Enter Action Officer information.

c. If the contractual vehicle is an S&S managed contract, enter the appropriate S&S COR's name and phone number. If not, use component COR for this action.

d. Enter OSD Information Technology Manager information.

Item 17. Enter Component Principal Assistant or designee information and approving signature.

Note: the designee information must be on file in S&S.

Item 18. Enter DoD Chief Information Officer or designee information and approving signature.

Item 19. DIOR/S&S use only.

